

## RIVERSIDE NEIGHBORHOOD PARTNERSHIP BY-LAWS

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### ARTICLE I – NAME

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#### Section 1.

- A. The name of this organization shall be the Riverside Neighborhood Partnership (RNP).
- B. The “Riverside Neighborhood Partnership” is comprised of all neighborhood associations registered with the Housing and Neighborhoods Division, Development Department.
- C. A “neighborhood association” is any group of two or more people, living in the same neighborhood, who come together for the purpose of improving or maintaining the livability of the neighborhood.
- D. “Board members” shall mean board members of the Riverside Neighborhood Partnership.
- E. “City” shall mean the City of Riverside.

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### ARTICLE II – PURPOSE

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The Riverside Neighborhood Partnership (RNP) is a coalition of neighborhoods, business, non-profit organizations, education, and city government working together to improve the quality of life in Riverside.

In general, the RNP Board’s goals are as follows:

- 1.) Encourage and facilitate the **formation of neighborhood associations** citywide.
- 2.) Provide a forum for **communication** between neighborhoods and the City.
- 3.) Offer **assistance and education** to neighborhood groups in solving problems and accessing resources.
- 4.) Provide neighborhood leadership **training**.
- 5.) Act as an **advocate** for neighborhood interests at City Hall.

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### ARTICLE III – MEMBERSHIP

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Section 1. Membership shall consist of a maximum of 25 members in the following categories and determined by the following means:

- A. **15 Neighborhood Representatives** comprised of three residents from each of the City’s five Police Service Areas.
  - Each Residential representative must be a member of a neighborhood organization, neighborhood watch, or other identifiable neighborhood group registered with the Housing and Neighborhoods Division.
  - Residential representatives will be selected by election at an annual Neighborhood Caucus (one-third the membership rotating out at completion of a 3-year term). If such a caucus does not occur, members will be confirmed by the Mayor’s Nominating and Screening Committee.
- B. **3 Business Members**
  - Business members shall be members of or endorsed by a local chamber of commerce within the City of Riverside.
  - Confirmation shall be made by the Mayor’s Nominating and Screening Committee.
- C. **3 Education Members**

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- Education members shall be affiliated with the following:  
One member from Alvord Unified School District, one member from Riverside Unified School District, and one member from an accredited college or university within the City limits.
- Confirmation shall be made by the Mayor's Nominating and Screening Committee.

**D. 3 Non-profit/Community of Faith Members**

- Confirmation shall be made by the Mayor's Nominating and Screening Committee.

**E. Council Member (liaison – chair of the Community Services and Youth Committee)**

Section 2. Term of board membership shall be 3 years for residential members, and term length for appointed members will be at the discretion of the organization they represent.

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Section 3. If a current sitting member's seat becomes vacant before the completion of his/her term, the next runners up from the previous neighborhood caucus will be asked to fill the position until the end of that seat's term. If no alternate runner up is available, that seat will remain vacant until the next election cycle at which time the position will be filled for the remainder of its term.

Section 4. Any tie vote arrived at during a neighborhood caucus will be settled by lottery conducted by the caucus leader.

Section 5. Board members may serve a portion or all of two consecutive terms and may not run for an additional term without first taking a year off the board.

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## ARTICLE IV – DUTIES OF MEMBERSHIP

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Section 1. Members shall be responsible for addressing issues of concern to neighborhoods and assisting in organizing emerging neighborhood groups.

Section 2. Members shall make recommendations to the Riverside City Council concerning neighborhoods and neighborhood matters.

Section 3. Members will be asked to serve on RNP standing and/or ad hoc subcommittees.

Section 4. Members may be removed from the RNP board by an affirmative vote of 2/3 for cause including the following reasons:

- A. Absence from three regular meetings during a given year (September – September), excused or unexcused, will constitute that member's removal from the board. Absences need not be consecutive. Member retains the option to appeal the third absence to the full board no later than the next scheduled meetings;
- B. Incompetence, malfeasance, misfeasance, nonfeasance, neglect of duty, or conviction of a crime involving moral turpitude.

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## ARTICLE V – OFFICERS

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Section 1. The officers of the RNP shall consist of a Chairperson and two Vice-Chairpersons.

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Section 2. At least two officers will at all times be neighborhood representatives.

Section 3. The officers shall be elected from the membership at the October meeting of each year.

Section 4. Each officer shall serve a term of one (1) year beginning in October and ending in September of that fiscal year. No chairperson shall serve for more than two consecutive years.

Section 5. In case of a vacancy in office other than that of Chairperson, the vacancy shall be filled by election at a subsequent regular meeting of the organization.

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#### ARTICLE VI - DUTIES OF OFFICERS

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Section 1. The duties of the Chairperson shall be to preside over all meetings of the organization, to appoint committee chairpersons, and to be or appoint the spokesperson for the organization to local government, the press, or other neighborhood organizations.

Section 2. The duties of the Vice-Chairperson shall be to preside over meetings of the organization in the absence of the Chairperson and to succeed to the office of Chairperson in the event of a vacancy in that position.

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#### ARTICLE VII - MEETINGS

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Section 1. The regular meeting of the organization shall be held monthly usually commencing at 6:30 p.m. on the first Monday of the month. The location is to be designated by the membership or the Housing and Neighborhoods Division staff. The month of August is normally dark.

Section 2. A majority of all board members shall constitute a quorum for the transaction of business. A motion shall carry upon the affirmative vote of the majority of the members present at any meeting.

Section 3. Special meeting of the RNP board may be convened at the call of the Chair, or of the Vice-Chair in the absence of the Chair. Upon petition of five (5) members of the board, the Chair shall be required to call a meeting of the board within one week. Members will be given at least 24 hours notice before any special meeting. The notice and agenda for any special meeting will be distributed in accordance with Brown Act, Sec. 54950 et seq of the California Government Code.

Section 4. All meetings shall be open to the public and notice shall be given to the public prior to convening of any meeting in accordance with the Brown Act as set forth in Section 54950 et seq. of the California Government Code.

Section 5. A quorum being present, the order of business at the meetings may include the following, not necessarily in this order:

- A. Roll call
- B. Minutes of the previous meeting
- C. Chair's report
- D. Committee's report
- E. Housing and Neighborhoods staff report

Last update 08/29/08

- F. Public comment
- G. Old business
- H. New business
- I. Next meeting
- J. Adjournment

Section 6. New board members shall be required to attend an orientation meeting upon their appointment.

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#### **ARTICLE VIII - COMMITTEES AND PROGRAMS**

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Section 1. Committees and programs of this organization shall be established by majority vote of the board members present at a meeting of the organization.

Section 2. Committee members and chairpersons shall be appointed by and serve at the pleasure of the chairperson.

Section 3. The elected Chair shall be an ex-officio member of all subcommittees.

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#### **ARTICLE IX - PROCEDURE**

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Unless the meeting has adopted some other procedure, all meetings of this organization are governed by guidelines of Robert's Rules of Order.

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#### **ARTICLE X - RECORDS**

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Minutes of the organization will be kept on file with the Housing and Neighborhoods Division.

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#### **ARTICLE XII - REPORT TO THE CITY**

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Section 1. The RNP should present an annual written report of its activities for the past year to the Mayor and City Council. It may also make appropriate recommendations. The report shall include the following:

- A. The name of the board.
- B. The board's goals, objectives, and functions.
- C. Reference to all reports and recommendations presented to the City Manager, Council, and/or Mayor.
- D. The number of meetings held.
- E. Attendance records of all members.
- F. A list of City personnel who have attended meetings to assist the board.

Section 2. The report should be submitted by March 31<sup>st</sup> of each year.

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#### **ARTICLE XI - AMENDMENTS**

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Section 1. The by-laws of this organization may be amended at any meeting, provided that the proposed amendments have been sent to all board members prior to the meeting at which they are to be considered.

Last update 08/29/08

Section 2. Amendments will take place by a two-thirds majority vote of the Riverside Neighborhood Partnership board members present and voting at a regular meeting.

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Dated September 8, 2008

Chairperson

1<sup>st</sup> Vice Chair

2nd Vice Chair

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Taffi Romero

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Erin Snyder

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Albert Figueroa

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